

## Caltrain Maintenance Facility Oversight Committee

**To:** San Jose City Council  
Valley Transportation Authority Board of Directors  
Joint Powers Board  
Shasta/Hanchett Park Neighborhood Association  
College Park Neighborhood Association  
Arena Neighborhood Association

**From:** Ben Tripousis

**cc:**

Michael Blackman	John Litzinger	Jim Webb
Cindy Chavez	Arthur L. Lloyd	Liz Wiecha
Rick Crosetti	Anthony Marraro	Ken Yeager
Megan Doyle	Jonathan Noble	Cathi Zammit
Kay Gutknecht	Michael Riepe	
Eric Jacobs	Frank Sharpless	

**Date:** August 27, 2003

**Re:** Summary of Oversight Committee Meeting of March 25, 2003

### **ATTENDANCE**

Committee Member	3/27/2002	6/26/2002	8/28/2002	10/23/2002
Kay Gutknecht, S/HP	X	X	X	X
Eric Jacobs, At Large				X
Michael Blackman, College Park	X	X		
Michael Riepe, Alameda Park	X	X		X
Cindy Chavez, District 3		X		
Ken Yeager, District 6	X	X		X
Arthur L. Lloyd, JPB	X	X		X

STAFF				
Jonathan Noble, District 3				
Anthony Marraro, JPB	X	X	X	X
Cathi Zammit, JPB	X	X	X	X
Rick Crosetti, District 6	X	X	X	X
Megan Doyle, District 6				
Frank Sharpless, VTA	X	X	X	X

John Litzinger, HNTB	X	X	X	X
Liz Wiecha, JPB	X	X	X	X

Committee Member	3/25/2003	8/27/2003	10/22/2003	12/10/2003
Kay Gutknecht, S/HP	X			
Eric Jacobs, At Large				
Michael Blackman, College Park				
Michael Riepe, Alameda Park	X			
Cindy Chavez, District 3				
Ken Yeager, District 6				
Arthur L. Lloyd, JPB	X			

STAFF				
Jonathan Noble, District 3				
Anthony Marraro, JPB	X			
Cathi Zammit, JPB	X			
Rick Crosetti, District 6	X			
Megan Doyle, District 6				
Frank Sharpless, VTA	X			
John Litzinger, HNTB	X			
Liz Wiecha, JPB	X			

### **GUESTS**

- None

### **MINUTES OF 03-25-03**

- Meeting was called to order @ 6:00 p.m.
- Project/Budget Update: No budget changes reported
- CEMOF/UPRR Track & Utility Relocation Schedule:
  - Construction on Track and Utility Relocation work is currently planned for Fall 2003.
  - CEMOF Design phase progressing.

- Plans, Specifications & Engineering to be modified as a result of changes in the workscope.
- Contract for utility relocation to be advertised in mid-June and awarded in July.
- Pre-construction meeting to be held with Oversight Committee prior to any construction activities.
- Regular monitoring meeting to be scheduled over eight-month period of construction.
- Construction expected to begin in October.

#### **CEMOF 30% DESIGN PHASE**

- Major Project milestone.
- 65% design due in July '03
- Consultant Team reviewed various elements of the CEMOF construction projects.

#### **LENZEN WEST CUL-DE-SAC**

- The consultant team reviewed several different options for the landscaping to be applied to the cul-de-Sac and exit area at Lenzen Avenue.
- Committee recommends no palm trees as part of the landscaping plan.

#### **STOCKTON AVENUE UPDATE**

- SNI plan pending
- Talking w/JPB staff to pursue closure.

#### **COMMUNITY WALL UPDATE**

- Staff distributed new matrix regarding wall construction.
- Committee reviewed noise matrix.

#### **CUSTOMER SERVICE HOTLINE**

- Track all customer service calls
- JPB/Samtrans/Caltrain has new customer service computer system
- Staff working to define what constitutes an emergency.
- Where will immediate complaints related to construction be addressed?

- Community needs an immediate contact/response.

### **MEETING AGENDA OVERVIEW**

- All meetings are to begin at 6:00 p.m. in Room 204 of the San Jose City Hall, 801 North First Street, unless otherwise noted.

<b>Date</b>	<b>Proposed Agenda</b>	<b>Presenter</b>
08-27-03	CEMOF Budget/Schedule Update	JPB Staff
	Construction Hotline Update	JPB Staff
	65% Design Review for Aesthetics & Community Wall Update	JPB Staff
	UPRR Project Update	JPB Staff
	CEMOF Project Update	JPB Staff
	Update on Mailing Issues, Mailing List and Outreach Process	Ben Tripousis
	Update Status of Project Website	Ben Tripousis
	Stockton Avenue Plan Update	Ben Tripousis
	RDA Update re: Industrial/Commercial Areas Surrounding Lenzen	Ben Tripousis
	Upcoming Meetings: <ul style="list-style-type: none"> <li>➤ 10-22-03</li> <li>➤ 12-10-03</li> <li>➤ 2-28-04</li> </ul>	Ben Tripousis

### **PROJECT OVERVIEW**

<b>Date</b>	<b>Milestone</b>	<b>Responsible Staff/Committee Member</b>
08-27-03	Design status on relocation, utility work & community wall	JPB Staff
	Status of Design on Maintenance facility	JPB Staff

**ISSUES OVERVIEW/ACTION ITEMS**

<b>Date Reported</b>	<b>Issue Description</b>	<b>Status</b> <i>(if resolved, enter date)</i>	<b>Comments</b> <i>(if resolved, enter resolution)</i>
3-25-03	Identify mailing issues	TBD	TBD
3-25-03	Determine status of project website	8-27-03	Website is in final design and should be posted prior to next Committee meeting.
3-25-03	Present definition of emergency event	8-27-03	JPB staff to provide definition and procedure.
3-25-03	Ben to prepare updated contact list	8-27-03	See attached
3-25-03	Ben to provide recap of member attendance	8-27-03	Attendance for last eight meetings included in minutes
3-25-03	Kay to survey neighbors and report to Tony on the desirability of a wall at Lenzen versus viewing access.		TBD
3-25-03	Rosie Hayes to provide Committee with parameters for hotline calls.	8-27-03	Agenda item

**OLD BUSINESS**

- SNI Plan Status
- Resolution of Outstanding Action Items

**NEW BUSINESS**

- Community Notifications
- Format & Delivery Schedules
- Meeting Schedules

**PUBLIC COMMENT**

- None